

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-026 (Rev. 1/16)
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-034; 85-038; 12-026
<b>Application:</b> Executive Branch Agencies, Human Resource Officers	<b>Effective Date:</b> August 1, 2013
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-203, T.C.A. § 8-30-205	<b>Rule:</b> Chapter 1120-04

**Subject:**

## Misclassified Positions

Misclassification occurs when the incumbent in one classification performs the majority of the job responsibilities assigned to a different job classification. For example, a position is classified as a supervisor, but the incumbent does not supervise.

When misclassified positions are identified, the Department of Human Resources (Department) will recommend one of the following actions:

1. The position maybe reclassified. In order for a misclassified position to be reclassified, the agency must submit a Finance & Administration Budget Office approved salary administration plan and receive approval from the Department.
2. The job assignments of the position may be changed to conform to the current job classification.
3. The position may be "flagged" as misclassified. Flagged positions will be documented and acknowledged as misclassified. The flagged position information will be forwarded to the Technical Services Division to monitor. When a flagged position becomes vacant, the Department will not approve a referral list until the position is reclassified or the job assignments are changed to match the present job classification.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).